



COMMONWEALTH OF VIRGINIA
City of Fredericksburg

OFFICE OF VOTER REGISTRATION AND ELECTIONS

Executive Plaza, 601 Caroline Street, Suite 500-A, Fredericksburg, Virginia 22401

TELEPHONE: (540) 372-1030

(540) 372-1031

FAX: (540) 373-8381

E-MAIL: mhoffman@fredericksburgva.gov

WEB: www.fredericksburgva.gov

**DIRECTOR OF ELECTIONS &
GENERAL REGISTRAR**

Marc C. Hoffman

ELECTORAL BOARD

Rene Rodriguez, Chairperson

Floyd I. Roberson, Vice Chairperson

Cathie Fisher Braman, Secretary

FINAL MINUTES FROM JANUARY 8, 2019 BOARD MEETING

1. Meeting called to order at 4:30 p.m.
In attendance: Chair Rodriguez, Vice Chair Roberson, Director Hoffman,
and Secretary Braman.
2. **Approval of Agenda:**
Vice Chair Roberson motioned to accept the Agenda. Seconded by Secretary
Braman. Passed unanimously.
3. **OLD BUSINESS**

A. Acceptance of the Minutes
Chair Rodriguez motioned to accept the December 13, 2018 minutes. Vice Chair
Roberson seconded. Passed unanimously.
4. **Public Session**
No public comment. Closed at 4:45 p.m.
5. **NEW BUSINESS**

A. DIRECTOR'S REPORT
Secretary Braman made a motion to accept the Director's report after a discussion
on the printing of Voter-Id letters and electrical switches. Chair Rodriguez
seconded. Passed unanimously.

B. STATUS OF TELEPHONE EQUIPMENT
Vice Chair Roberson motioned to deny further discussion of telephone equipment.
Secretary Braman seconded. Passed unanimously.

C. TRANSPORT EQUIPMENT

Director Hoffman demonstrated a new system to deliver equipment to the Precincts before the Elections. Chair Rodriguez made a motion to accept the system, Vice Chair Roberson seconded. Passed Unanimously.

D. REVIEW OF ELECTION FORMS:

OPENING AND CLOSING FORMS

Vice Chair Roberson will make changes to Opening and Closing forms for March Meeting.

SOR

No changes

Hourly Ballots Cast Totals

No changes

Officer of Election Evaluations

No change for now. Chair Rodriguez will work on and circulate.

Incident Reports

No change.

Election Day Supplies

Director Hoffman is compiling a list.

Opening Procedures

Chair Rodriguez will consolidate checklist for March.

Closing Procedures

No change.

E. POLLING LOCATION

Chair Rodriguez motioned to accept the recommendation of the Director to purchase and contract with Stafford Printing for Precinct 301 location change to Walker Grant. Seconded by Secretary Braman. Passed unanimously.

F. Proposed Training Dates

Chair Rodriguez motioned to accept training dates as presented.
Seconded by Vice Chair Roberson. Passed unanimously.

Director, Electoral Board and Equipment Custodian.

1. Chiefs, Assistant Chief's and City Council etc. by Equipment Custodian.
2. Open PollPad sessions for OOE. Mandatory by Equipment Custodian.
3. Two Pollpad trainings and one regular training as follows:

February 23, Morning: Registrar's Staff, EB and Mo
Afternoon: Chiefs and Assistant Chiefs

March 23: PollPad Training Only

April 13: PollPad Training Only (mandatory)

May 18: Election Training for OOE:
8 am to 10 am – Chiefs and Assistant Chiefs
10 am – 12 Noon – Officers of Election

May 21: Election Training for OOE
5:30 p.m. to 7:30 p.m.

G. OFFICERS OF ELECTION

The following interested City voters were approved to be Officers of Election:

Amy P. Dempsey

Linda Juggins

Motion made by Chair Rodriguez, seconded by Vice Chair Roberson. Passed unanimously.

- H.** Upon a motion made by Chair Rodriguez, seconded by Vice Chair Roberson, and passed by a vote of the Electoral Board, Electoral Board went into Closed Session at 7:00 p.m. pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia for the consideration of assigning or appointment, promotion, performance, demotion, salaries, disciplining or resignation of public officers, appointees or employees of any public body.

Upon a motion made by Secretary Braman and seconded by Vice Chair Roberson, and passed by a vote of the Electoral Board, the Electoral Board reconvened Open Session at 7:30 p.m.

CERTIFICATION

Upon a motion by Chair Rodriguez and seconded by Vice Chair Roberson and passed by affirmative vote in open session it was certified that only public business matters lawfully exempted from open meeting requirements and only such public business matters were identified in the motion by which the closed session was convened, were heard, discussed or considered in the closed session of the Electoral Board.

6. Chair Rodriguez and Vice Chair Roberson will be attending the Annual VEBA event at the Homestead.
7. Motion by Chair Rodriguez and seconded by Vice Chair Roberson, it was voted unanimously to change the February meetings in the EB official 2019 and 2020 Calendars to the first Tuesday of the month.
8. Meeting adjourned at 7:40 p.m. Next meeting will be February 5, 2019 at 4:30 p.m.

Respectfully submitted,

Cathie Fisher Braman
Secretary

Chair Rodriguez

Vice Chair Roberson

Secretary Braman